

**Berkeley County Government**

**JOB POSTING – EXTERNAL**

**PRIVATE FIRST CLASS - CORRECTIONAL OFFICER (PS100724)**

**DEPARTMENT: SHERIFF'S OFFICE – DETENTION CENTER**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist in overseeing the operation of the Detention Center of the Sheriff's Office. Assist in assigning, directing, supervising, and overseeing duties of assigned staff, evaluates, and makes recommendations as appropriate. Assist in supervising subordinate detention officers in the documentation and maintenance of administrative records, inmate records/reports to include: intakes, property counts, releases, inmate infractions, population control, the verification and review of court documents, entries in the jail management system, and victim / witness check sheets. Assist in overseeing subordinate detention officers to ensure that all receiving duties, to include obtaining pertinent information from arresting officers, fingerprinting, photographing, processing valuables, and interviewing inmates to ascertain pre-existing health conditions, allergies, and other related problems are correctly noted placed in their file. Assist in supervising the process and procedure involved in the release or transfer of an inmate, to ensure complete and accurate entries in the required documents, the verification and return of inmate valuables and possessions. Assist to ensure that officers are in their assigned areas of responsibility, dressed in accordance with the uniform dress code, and in possession of required equipment. Monitors the work of subordinate officers in assigned area of responsibility to ensure consistency with all other shifts and shift officers. Comprehension and completion of outlined objectives and observance of the detention center philosophy, goals, and policies in the exertion of their assigned duties. Provides immediate response to any reports of an inmate death or escape and assist in the preservation of the crime scene to ensure evidence is not disturbed. Assist in supervising all environmental duties assigned inside and outside the detention center to ensure a clean safe environment for inmates and staff. Stays abreast of all aspect of the detentions emergency actions plans to ensure preparedness if execution is required. Assist in supervision of the operation in the control tower to ensure a safe and secure environment at all times. Provides needed information and demonstrations concerning how to perform certain work task to new employees in the same or similar class of positions. Assist in evaluating Incident Reports, Grievance Reports and Inmate Request Forms and takes the necessary action to provide immediate resolution/satisfaction, or re-directs the report to the Staff Sergeant; ensures that unit officers are in their assigned areas of responsibility, dressed in accordance with the Uniform Dress Code, and in possession of required equipment. Assist in supervising the operation in the Control Tower to ensure a safe and secure environment at all times. Assist in providing needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways or addressing such problems. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; performs other directly related duties consistent with the role and function of the classification.

**QUALIFICATIONS:**

High school graduation or equivalent and one (1) year general work experience. S.C. Criminal Justice Academy LE-2 certification. Must be at least 21 years of age at time of application. Completed degree(s), beneficial to the position, may be partially considered as work experience. Personal computer experience preferred.

Ability to communicate effectively with others, both orally and in writing, using both technical and no technical language. Ability to understand and follow oral and/written policies, procedures and instructions. Ability to prepare and present accurate and reliable reports containing findings and recommendations

Valid driver's license for South Carolina in good standing. ***Applicant is responsible for submitting a 10-year driving record (dated within 12 weeks prior to position closing date) with the application.***

Extensive background check required. Departmental testing will be administered during interview process.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit, walk, and stand and use hands to handle, or operate objects, tools, or controls: and reach with hands and arms. The employee must be able to kneel and bend at the waist. The employee must be able to use hands and fingers to handle objects such as weapons, handcuffs, etc. The employee is required to walk, talk and hear. The employee must be able to lift and carry up to seventy-five (75) pounds and move one hundred fifty (150) pounds. The employee must have the ability to restrain prisoners. The employee may be required to run in order to apprehend a person. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

Twelve (12) hour work schedule on assigned shift. **This position is non-exempt and paid on a cycle pay plan.** Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov). **Applications are continuously accepted for this position.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**Private First Class - Corrections Officer – Grade C16**

**Current Entry Level Salary Range: \$25,472.56 – \$29,293.45**

**\*\*\*ATTACHMENTS FOR SHERIFF'S OFFICE MUST ACCOMPANY APPLICATION\*\*\***

***APPLICATIONS WILL NOT BE ACCEPTED WITHOUT REQUIRED ATTACHMENTS***